

AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type: <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name: <u>25th District Court, Lincoln Park, Michigan</u>	County <u>Wayne</u>
Audit Date June 30, 2004	Opinion Date July 29, 2004	Date Accountant Report Submitted To State: December 16, 2004	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations.

You must check the applicable box for each item below:

- | | |
|---|---|
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements. |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980). |
| <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act. |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91] or P.A. 55 of 1982, as amended [MCL 38.1132]) |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit. |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95). |

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reports on individual federal assistance programs (program audits).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Single Audit Reports (ASLGU).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Certified Public Accountant (Firm Name): PLANTE & MORAN, PLLC			
Street Address 27400 Northwestern Highway	City Southfield	State Mi	ZIP 48034
Accountant Signature <i>Plante & Moran, PLLC</i>			

**District Court Funds of
District No. 25
City of Lincoln Park, Michigan**

**Financial Report
with Supplemental Information
June 30, 2004**

District Court Funds of District No. 25

City of Lincoln Park, Michigan

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Independent Auditor's Report

To the Honorable Judges
of the 25th District Court
Lincoln Park, Michigan

We have audited the accompanying basic financial statements of the District Court Funds of District No. 25, a component unit of the City of Lincoln Park, Michigan (the "District Court") as of June 30, 2004 and for the year then ended, as listed in the table of contents. These financial statements are the responsibility of the District Court's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the District Court Funds of District No. 25 of the City of Lincoln Park, Michigan as of June 30, 2004 and the changes in its financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The budgetary comparison schedule is not a required part of the basic financial statements but is supplemental information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted primarily of inquiries of management, regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

As described in Note I, the Court has implemented a new financial reporting model, as required by the provision of GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* and related statements as July 1, 2003. The accompanying financial statements do not present a management's discussion and analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be part of, the basic financial statements.

Plante & Moran, PLLC

July 29, 2004



A worldwide association of independent accounting firms

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Governmental Fund Balance Sheet/Statement of Net Assets June 30, 2004

	Operating Fund - Modified Accrual	Adjustments (Note 2)	Statement of Net Assets - Full Accrual
Assets			
Current assets - Cash and investments (Note 3)	\$ 102,890	\$ -	\$ 102,890
Capital assets (Note 4)	-	24,000	24,000
Total assets	<u>\$ 102,890</u>	24,000	126,890
Current Liabilities			
Due to City of Lincoln Park	\$ 75,161	-	75,161
Current portion of long-term debt (Note 5)	-	97,438	97,438
Total current liabilities	75,161	97,438	172,599
Long-term Debt - Net of current portion (Note 5)	-	119,090	119,090
Fund Balance - Unreserved	27,729	(27,729)	-
Total liabilities and fund balance	<u>\$ 102,890</u>	188,799	291,689
Net Assets (Deficit)			
Investment in capital assets		24,000	24,000
Unrestricted		(188,799)	(188,799)
Total net assets (deficit)		<u>\$ (164,799)</u>	<u>\$ (164,799)</u>

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Statement of Governmental Fund Revenue, Expenditures, and Changes in Fund Balance/Statement of Activities Year Ended June 30, 2004

	Revenues and Expenditures - Modified Accrual	Adjustments (Note 2)	Statement of Activities - Full Accrual
Revenue			
Contributions from City of Lincoln Park	\$ 1,481,075	\$ -	\$ 1,481,075
Other	585	-	585
Interest	990	-	990
Total revenue	1,482,650	-	1,482,650
Expenditures			
Salaries and wages	745,003	-	745,003
Fringe benefits	582,140	(7,598)	574,542
Supplies and postage	35,903	-	35,903
Telephone	13,689	-	13,689
Utilities	18,853	-	18,853
Maintenance	18,375	-	18,375
Services	58,698	-	58,698
Other	14,743	-	14,743
Depreciation	-	6,000	6,000
Capital outlay	8,188	-	8,188
Bank charges	2,190	-	2,190
Total expenditures	1,497,782	(1,598)	1,496,184
Transfer to City of Lincoln Park	(2,925)	-	(2,925)
Changes in Fund Balance/Net Assets	(18,057)	1,598	(16,459)
Fund Balance/Net Assets (Deficit) - Beginning of year	45,786	(194,126)	(148,340)
Fund Balance/Net Assets (Deficit) - End of year	<u>\$ 27,729</u>	<u>\$ (192,528)</u>	<u>\$ (164,799)</u>

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Fiduciary Fund Statement of Assets and Liabilities June 30, 2004

Agency Fund

Assets - Cash and investments (Note 3)

\$ 207,355

Liabilities

Due to City of Lincoln Park

\$ 127,254

Due to other governmental units

55,165

Refundable bonds

15,583

Other

9,353

Total liabilities

\$ 207,355

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Notes to Financial Statements
June 30, 2004

Note I - Significant Accounting Policies

The accounting policies of the 25th District Court (the "District Court") conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of significant accounting policies:

Reporting Entity

The District Court is governed by two elected judges. The District Court is responsible for traffic and moving violations, certain civil matters, and misdemeanors within the limits of the City of Lincoln Park, Michigan.

Fund Accounting

The accounts of the District Court are organized on the basis of funds, each of which is considered a separate accounting entity. The various funds are categorized as follows:

Governmental Fund

Operating Fund - The Operating Fund contains the records of the ordinary activities of the District Court that are not accounted for in another fund. The financial activities of the fund are limited to collection of subsidies from the City of Lincoln Park, Michigan (the "City") and payment of expenditures including payroll costs.

Fiduciary Fund

Agency Fund - The depository bond and trust accounts of the District Court are accounted for in an Agency Fund. The financial activities of the fund are limited to collection of amounts that are subsequently returned or paid to third parties. The fund is custodial in nature (assets equal liabilities) and does not involve the measurement of results of operations.

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Notes to Financial Statements
June 30, 2004

Note 1 - Significant Accounting Policies (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The District Court's Operating Fund is budgeted and accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities in the current period. For this purpose, the District Court considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences are recorded only when payment is due.

In addition to presenting information for the Operating Fund on the modified accrual basis (as budgeted), the financial statements present information for the District Court using the economic resources measurement focus and the accrual basis of accounting. This information is intended to demonstrate the degree to which taxpayers have funded the full cost of services received. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Private sector standards of accounting issued prior to December 1, 1989 are generally followed in both modified accrual and full accrual columns, to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board. The District Court has elected not to follow private sector standards issued after November 1, 1989 for its full accrual presentation.

Assets, Liabilities, and Net Assets or Equity

Bank Deposits and Investments - The District Court considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents. Investments are recorded at fair value as of June 30, 2004, based on quoted market prices.

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Notes to Financial Statements
June 30, 2004

Note 1 - Significant Accounting Policies (Continued)

Capital Assets - Capital assets are defined by the District Court as assets with an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The District Court building is owned by the City of Lincoln Park, Michigan and is not reported in these financial statements; the debt related to the building is also reported in the City's financial statements.

Capital assets are depreciated using the straight-line method over the following useful lives:

Furniture and fixtures	10 years
Law library	5 years

Compensated Absences (Vacation and Sick Leave) - It is the District Court's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. All vacation and sick pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental fund only for employee terminations as of year end.

Use of Estimates - The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expense during the period. Actual results could differ from those estimates.

Change in Accounting - During the current year, the District Court adopted GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. As a result, these financial statements include a full accrual accounting for all of the District Court's activities. Certain significant changes include the following:

- Capital assets at July 1, 2003, previously reported in the General Fixed Assets Account Group, have been adjusted by approximately \$90,000 to reflect the historical cost of the City's capital assets at that date.
- The statement of net assets - full accrual column includes a liability for compensated absences totaling \$216,528 previously reported in the General Long-term Debt Account Group.

Other accounting policies are disclosed in other notes to the financial statements.

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Notes to Financial Statements
June 30, 2004

Note 2 - Reconciliation of Government-wide and Fund Financial Statements

As discussed in Note 1, the Operating Fund is presented on the modified accrual basis of accounting, and the District Court as a whole (which consists of just its Operating Fund) is also presented on the full accrual basis. The following is reconciliation of fund balance on the modified accrual basis of accounting to net assets presented on the full accrual basis:

Total Fund Balance - Modified Accrual Basis	\$ 27,729
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Amounts reported in the statement of net assets are different because:

Capital assets are not financial resources, and are not reported in the funds	24,000
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Compensated absences are not recorded until due and are not reported in the funds	<u>(216,528)</u>
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Total Net Assets (Deficit) - Full Accrual Basis	<u>\$ (164,799)</u>
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The following is a reconciliation of the changes in fund balance on the modified accrual basis to the change in net assets on the full accrual basis:

Net Change in Fund Balance - Modified Accrual Basis	\$ (18,057)
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Amounts reported in the statement of net assets are different because:

Capital assets used in governmental activities are not considered financial resources; as such, depreciation recorded on those assets is not considered an activity of the funds	(6,000)
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Decrease in accumulated employee sick and vacation pay is recorded when earned in the statement of activities	<u>7,598</u>
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Change in Net Assets of Governmental Activities	<u>\$ (16,459)</u>
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District Court Funds of District No. 25

City of Lincoln Park, Michigan

Notes to Financial Statements
June 30, 2004

Note 3 - Deposits and Investments

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The District Court has designated one bank for the deposit of its funds. The investment policy adopted by the District Court in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government and bank accounts and CDs, but not the remainder of State statutory authority as listed above.

The District Court's deposits and investment policies are in accordance with statutory authority.

The District Court's deposits and investments are classified by Governmental Accounting Standards Board Statement No. 3 in the following categories:

	<u>Operating Fund</u>	<u>Agency Fund</u>	<u>Total</u>
Bank deposits (checking accounts)	\$ 102,890	\$ 57,355	\$ 160,245
Investments - Bank investment pools	<u>-</u>	<u>150,000</u>	<u>150,000</u>
Total	<u>\$ 102,890</u>	<u>\$ 207,355</u>	<u>\$ 310,245</u>

Deposits

The above deposits were reflected in the accounts of the bank (without recognition of checks written but not yet cleared or of deposits in transit) at \$196,171, all of which was covered by federal depository insurance.

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Notes to Financial Statements
June 30, 2004

Note 3 - Deposits and Investments (Continued)

Investments

The District Court is authorized by Michigan Public Act 20 of 1943 (as amended) to invest surplus monies (of nonpension funds) in U.S. bonds and notes, certain commercial paper, U.S. government repurchase agreements, bankers' acceptances, and mutual funds and investment pools that are composed of authorized investment vehicles.

The District Court's investments are in bank investment pools. These investments are not categorized into GASB Statement No. 3 risk categories because they are not evidenced by securities that exist in physical or book entry form. Management believes that the investments in the funds comply with the investment authority noted above. The bank investment pools are regulated by the Michigan Banking Act, and the fair value of the position in the pool is the same as the value of the pool shares. Management believes the investments comply with the authority noted above.

Note 4 - Capital Assets

Capital asset activity of the District Court's governmental activities was as follows:

	Balance July 1, 2003	Additions	Balance June 30, 2004
Depreciable capital assets:			
Furniture and equipment	\$ 460,278	\$ -	\$ 460,278
Law library	90,000	-	90,000
Subtotal	550,278	-	550,278
Less accumulated depreciation	(520,278)	(6,000)	(526,278)
Net capital assets	<u>\$ 30,000</u>	<u>\$ (6,000)</u>	<u>\$ 24,000</u>

Capital assets, including library books, are recorded at cost. Depreciation expense was \$6,000 for the year ended June 30, 2004.

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Notes to Financial Statements June 30, 2004

Note 5 - Long-term Debt

Outstanding Debt

Debt outstanding of the District Court as of June 30, 2004 consisted of \$216,528 of accumulated employee benefits (compensated absences). The accumulated employee benefits represent the estimated liability to be paid governmental fund-type employees under the District Court's sick and vacation policy. The portion that is estimated will be paid currently, if any, has been recorded as a liability in the Operating Fund. Under the District Court's policy, employees earn sick and vacation time based on time of service with the District Court.

Changes in Long-term Debt

The following is a summary of long-term debt transactions of the District Court for the year ended June 30, 2004:

	<u>Compensated Absences</u>
Balance - July 1, 2003	\$ 224,126
Decrease in long-term portion of employee benefits	<u>(7,598)</u>
Balance - June 30, 2004	<u>\$ 216,528</u>

Note 6 - Budget Information

The budget of the Operating Fund is prepared by the District Court management and adopted by the City Council; subsequent amendments are approved by the City Council. Unexpended appropriations lapse at year end; encumbrances are not included as expenditures. The amount of encumbrances outstanding at June 30, 2004 has not been calculated. The budget was not amended during the current year.

The budget has been prepared in accordance with accounting principles generally accepted in the United States of America.

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Notes to Financial Statements
June 30, 2004

Note 6 - Budget Information (Continued)

The budget has been adopted on a line-item basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law. A comparison to the budget as adopted by the City Council is shown in the required supplemental information. This comparison includes expenditure overruns. The significant budget overruns are:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Salaries and wages	\$ 705,736	\$ 745,003	\$ (39,267)
Fringe benefits	<u>570,459</u>	<u>582,140</u>	<u>(11,681)</u>
Total	<u>\$ 1,276,195</u>	<u>\$ 1,327,143</u>	<u>\$ (50,948)</u>

Note 7 - Postemployment Benefits

The District Court provides health care benefits to all full-time employees upon retirement. Currently, five retirees are eligible. The District Court includes pre-Medicare retirees and their dependents in its insured health care plan, with no contribution required by the participant. The District Court purchases Medicare supplemental insurance for retirees eligible for Medicare. Expenditures for postemployment health care benefits are recognized as the insurance premiums become due. The City bills the District Court based on the District Court's total number of employees. During the year, this amounted to approximately \$132,000.

Note 8 - Defined Benefit Pension Plan

The District Court has no individual pension plan for its employees or judges. The District Court employees are participants in the City of Lincoln Park Municipal Employees' Pension Plan. The judges are covered under the State of Michigan Retirement Plan, a contributory defined benefit pension plan. Pension contributions to the Employees' Pension Plan, which were charged to the Operating Fund, were \$116,107 in 2004. Pension contributions for the District Court judges are collected as court costs and remitted to the State through the District Court's Agency Fund. Actuarial information on the two retirement plans is not available for the District Court employees or judges. Trend information is contained in the City of Lincoln Park and State of Michigan's audited financial statements.

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Notes to Financial Statements
June 30, 2004

Note 9 - Risk Management

The District Court is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The District Court, through the City, has purchased commercial insurance for medical benefit claims and participates in the Michigan Municipal League risk pool for claims relating to property loss, torts, errors and omissions, and employee injuries. Settled claims related to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

The Michigan Municipal League risk pool program operates as a common risk-sharing management program for local units of government in Michigan; member premiums are used to purchase commercial excess insurance coverage and to pay member claims in excess of deductible amounts.

Note 10 - Upcoming Reporting Change

The Governmental Accounting Standards Board has recently released Statement Number 45, *Accounting and Reporting by Employers for Postemployment Benefits Other Than Pensions*. The new pronouncement provides guidance for local units of government in recognizing the cost of retiree health care, as well as any "other" postemployment benefits (other than pensions). The new rules will cause the government-wide financial statements to recognize the cost of providing retiree health care coverage over the working life of the employee, rather than at the time the health care premiums are paid. The new pronouncement is effective for the year ending June 30, 2008.

Required Supplemental Information

District Court Funds of District No. 25

City of Lincoln Park, Michigan

Required Supplemental Information

Budgetary Comparison Schedule - Operating Fund

Year Ended June 30, 2004

	Prior Year	Current Year - Modified Accrual			
	Actual -	Originally			Variance
	Modified	Adopted	Amended		Favorable
	Accrual	Budget	Budget	Actual	(Unfavorable)
Revenue					
Contributions from City of Lincoln Park	\$ 1,488,280	\$ 1,481,075	\$ 1,481,075	\$ 1,481,075	\$ -
Other	123	-	-	585	585
Interest	2,950	-	-	990	990
Total revenue	1,491,353	1,481,075	1,481,075	1,482,650	1,575
Expenditures					
Salaries and wages	755,353	705,736	705,736	745,003	(39,267)
Fringe benefits	545,405	570,459	570,459	582,140	(11,681)
Supplies and postage	40,912	43,500	43,500	35,903	7,597
Telephone	13,375	12,000	12,000	13,689	(1,689)
Utilities	20,101	20,500	20,500	18,853	1,647
Maintenance	14,570	18,000	18,000	18,375	(375)
Services	67,770	70,300	70,300	58,698	11,602
Other	5,045	30,080	30,080	14,743	15,337
Capital outlay	20,066	10,500	10,500	8,188	2,312
Bank charges	1,996	-	-	2,190	(2,190)
Total expenditures	1,484,593	1,481,075	1,481,075	1,497,782	(16,707)
Change in Fund Balance - Before other financing uses					
	6,760	-	-	(15,132)	(15,132)
Other Financing Uses - Transfer to City of Lincoln Park					
	-	-	-	(2,925)	(2,925)
Change in Fund Balance	6,760	-	-	(18,057)	(18,057)
Fund Balance - Beginning of year	39,026	45,786	45,786	45,786	-
Fund Balance - End of year	\$ 45,786	\$ 45,786	\$ 45,786	\$ 27,729	\$ (18,057)